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State of Idaho
Department of Administration
Division of Public Works

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January 4, 2023

REQUEST FOR QUALIFICATIONS (RFQ)

TO: Design Professionals

FROM: Pat Donaldson, DPW Administrator 

SUBJECT: DPW PROJECT NO. 21068
Renovate Restrooms, Units E & G, IMSI
Idaho Department of Correction (IDOC)
Kuna, Idaho

RFQ submittal packages will be received at the Division of Public Works (DPW) office, located at 502 N. 4th Street, PO Box 83720 Boise, ID 83720-0072, by 3:00 p.m., Mountain Standard Time Zone, on February 8th, for furnishing Design Professional services to the State of Idaho.

All questions must be sent to the DPW Project Manager:

Martin Santoyo, Project Manager
Division of Public Works
502 N. 4th St.
PO Box 83720
Boise ID 83720-0072
(208) 332-1913
Martin.Santoyo@adm.idaho.gov

Funding for the project is from the State. The Division of Public Works (DPW) will administer the project according to the terms and conditions of the award, State laws and guidelines. The Design Professional team will receive general instructions through the State. A Project Manager from DPW will be assigned to serve as project manager and liaison between the Department of Administration, the Agency, and the Design Professional team.

The Design Professional shall warrant the following: not knowingly hire or engage any illegal aliens or persons not authorized to work in the United States as required by Title 67, Chapter 79, Idaho Code. The Design Professional shall take steps to verify that it does not hire or engage any illegal aliens or persons not authorized to work in the United States; and that any misrepresentation in this regard or any employment of persons not authorized to work in the United States constitutes a

material breach and shall be cause for the imposition of monetary penalties and/or termination of any Contract resulting from this RFQ.

DESCRIPTION OF PROJECT

The project is to remodel the existing restrooms located in Units E and G at the Idaho Maximum Security Institution (IMSI). The scope of work includes selective demolition for the remodel work; upgrading the electrical, plumbing, and mechanical systems and fixtures; and new interior finishes. Upgrades will also include a design that complies with required life safety and accessibility codes, and the Prison Rape Elimination Act (PREA). The facility is occupied and it is anticipated that the project will be completed in phases to accommodate continuous IDOC operations.

REQUIRED SERVICES

The State is requesting proposals for complete design services including observation during construction. A total project budget of approximately **\$850,000** has been established to include fees, reimbursables, contingencies, and tests. A relatively complete construction cost estimate will be required following the Schematic Design Phase and must be updated at each additional phase.

At the time of submittal, the Design Professional and required consultants must be licensed to practice in the State of Idaho for their specific disciplines.

The Design Professional will be responsible for programming, schematic design, design development, construction documents, and approvals by the authorities having jurisdiction.

The Design Professional will be required to upload all documents to DPW's cloud-based project management system, Projectmates. Documents may include, but are not limited to meeting minutes, sketches, diagrams, programming analysis, photographs relevant to the project, drawings, project manual, schedules, cost estimates, etc.

The Design Professional will be required to meet monthly with the Project Manager for the purpose of providing a verbal and written report regarding the previous month's progress. Such monthly meetings will show funds expended in the completion of the project and specific accomplishments related to the completion of the project.

The Design Professional shall keep in mind that during all phases, code compliance, energy efficiency, and building maintenance concerns should be incorporated into the design.

The Design Professional shall develop all necessary presentation materials for, at minimum, one (1) presentation to the Permanent Building Fund Advisory Council.

STATEMENT OF QUALIFICATIONS (SOQ) PROPOSAL CONTENT

A. **Cover Letter, 3 points maximum:** Provide a cover letter as an introductory statement and background for your team.

B. **Basic Qualifications, 9 points maximum:** Provide brief descriptions pertaining to:

- Firm's history and years in business: 1-5 years; 5-10 years; 11 or more years.
- Firm's key staff and their roles. For example, 1-5 principals/project managers; 6-10 principals/project managers; 11 or more principals/project managers.
- List of projects, if any, the firm has completed with the proposed consultants as a project team in the past five years.

Please note: DPW reserves the right to investigate the financial responsibility and past project management for the design firm and/or consultants. Unfavorable responses regarding financial statements, bank references, interviews with past consultants, employees, creditors, or design professionals and/or consultants that were the cause of improperly managing a DPW project in the past seven years are grounds for rejection of RFQ submittal.

C. **Specific Qualifications, 29 points maximum:** Provide the specific qualifications for the proposed primary design professional and consultants. In addition to the primary design professional, it is anticipated that mechanical/plumbing and electrical consultants will be required as part of the project team.

The points for this criterion are based on the proposed team members experience on the type and value for three (3) of their projects completed in the past five (5) years. The maximum points for this criterion is a sum total for all team members.

For each of the three primary team members (i.e., the lead design professional, the mechanical engineer, and the electrical engineer), provide the following:

- Examples of three (3) projects with a substantial completion date in the past five years with a construction value of at least \$700,000. In the list of project examples for each team member, provide the client's name, project location, the type of project (e.g., remodel, new construction, etc.), and the construction value. Projects that are detention facilities and/or similar in scope to the proposed project may increase the points for this criterion.
- A brief narrative on their approach to construction administration and project closeout.
- For the design professional tasked with coordinating the plan review, indicate if in the past two years they have completed a plan review through an online submittal process and if the process was with the Idaho Division of Occupational and Professional Licenses (IDOPL).

D. **Approach to Project, 3 points maximum for each item noted below:** Describe your team's approach to the project for the following items:

- 1) An overall approach to the project;

- 2) Understanding of DPW's design and construction processes;
- 3) Potential challenges and resolutions;
- 4) Quality control of design documents and utilization of web-based project management platforms; and,
- 5) Cost estimating.

For the printed SOQ, the Approach to Project is limited to one (1) page if printed both sides, or two (2) pages if printed one side.

E. Past Performance for Primary Design Professional, Reference Questionnaire, 9 points maximum (a multiplier of .3 will be applied to each response received): Provide the attached reference questionnaire, Exhibit A, to three (3) clients for whom the proposed design professional provided design services on a project with a substantial completion date in the past two years. The references are to return the completed survey directly to DPW via email to peggy.birk@adm.idaho.gov no later than February 2nd, 2023.

F. Examples of Work, 12 points maximum (three points maximum for each example): Provide renderings and/or photographs of four (4) project examples. A minimum of two examples must be for the proposed primary design professional. The examples must be labeled with who on the team performed the work. Include with each example a brief statement as to why it was a successful project. Projects similar in scope to the proposed project for correctional/detention facilities or IDOC facilities may increase the points for this criterion.

G. Format, 3 points maximum: To assist the SOQ evaluation, it is desirable to format the submittal similar to the headings listed above. The submittals should be clear and to the point. Emphasis should be placed on specific qualifications of the people who will perform the project and the approach to the project.

EVALUATION, FINAL RANKING, INTERVIEW PROCESS

A selection committee consisting of two (2) persons from DPW, two (2) persons from the agency, and an independent Design Professional will rank the submittals. The committee will rank the teams based on the SOQ scores. The top ranked teams will be invited for an interview; however, interviews will not be held if the gap between the top ranked team and the subsequent team(s) is greater than 20 points.

If interviews are held, selected teams will be notified as to time, place, and content of the interview.

Initial Ranking, Written Point Scoring		
	Criteria	Maximum Possible Points
A	Cover Letter	3
B	Basic Qualifications	9
C	Specific Qualifications	29
D	Approach to Project	15
E	Past Performance	9
F	Examples of Work	12
G	Format	3
Written Total		80

AWARD

Based on the results of the final proposals, DPW will recommend a course of action to the PBFAC at their next regularly scheduled meeting. If recommended, a notice of intent to negotiate will be issued by DPW.

PROPOSED DATES:

Receive RFQ Submittals	February 8, 2023
Oral Interviews	Tentatively March 1, 2023
PBFAC Selection Approval	March 7, 2023 meeting
Negotiate Contract	March 2023

SELECTION

The State will attempt to select a firm at the next scheduled Permanent Building Fund Advisory Council meeting. Upon selection of a firm, the State will issue a letter of intent. However, final award is contingent upon the successful negotiation of an Agreement.

The contents of the submittal may be used in a legal contract or agreement. Proposers should be aware that methods and procedures proposed could become contractual obligations. The State reserves the right to reject any or all proposals received as a result of this request.

The State may also negotiate separately with any source in any manner necessary to serve the best interests of the State of Idaho. Awards will be made on the basis of submittals resulting from this request and subsequent interviews.

Attachments:

- Exhibit A, Reference Questionnaire

End 21068 Design Professional RFQ

RFQ 21068 Exhibit A

Reference Questionnaire Project #21068

Design Professional Name/Firm: _____

Project: _____

Date of Substantial Completion: _____

Name of Reference: _____

Using the Rating Scale provided below by circling the appropriate number for each item.

- | | |
|----|--------------------------------|
| 0 | Poor or Inadequate Performance |
| 3 | Below Average |
| 6 | Average |
| 10 | Excellent |

1. Designed the project within the construction budget (minimal change orders caused by errors/omissions).

0 3 6 10

2. Ability to maintain the design schedule (completed on-time or early).

0 3 6 10

3. Quality of construction documents.

0 3 6 10

4. Professionalism and ability to manage the team.

0 3 6 10

5. Communication, explanation of risks, and documentation.

0 3 6 10

6. Ability to follow the owner's directions, rules, regulations, and requirements.

0 3 6 10

7. Overall comfort level in hiring this design professional again.

0 3 6 10

Email directly to peggy.birk@adm.idaho.gov no later than February 8th, 2023.